

# MINUTES OF THE REGULAR MEETING OF THE FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

January 30, 2014

On January 30, 2014, the Commissioners of the Fairfax County Redevelopment and Housing Authority (FCRHA) met in the FCRHA Board Room, One University Plaza, 4500 University Drive, Fairfax, Virginia.

## PRESENTATION

*Resident Communication Plan for Planned Changes to the Housing Choice Voucher and Public Housing Programs*

At 6:32 p.m., Vincent Rogers, Senior Program Manager, Rental Services Division, Department of Housing and Community Development (HCD), gave a presentation on the resident communication plan for the planned changes to the Housing Choice Voucher and Public Housing programs. A discussion followed with the presentation ending at 6:42 p.m.

## CALL TO ORDER

FCRHA Vice Chair Willard Jasper called the Regular Meeting of the FCRHA to order at 7:00 p.m. FCRHA Commissioners present or absent for a portion or all of the meeting were as follows:

### PRESENT

Willard Jasper, Vice Chair  
John Betts  
Christopher Craig  
C. Melissa Jonas  
Richard Kennedy  
H. Charlen Kyle  
Robert Schwaninger  
Rod Solomon

### ABSENT

Elisabeth Lardner, Chairman  
Robert C. Carlson  
Albert J. McAloon

Also present at the meeting were the following staff of the Department of Housing and Community Development (HCD): Paula C. Sampson, Director; John Payne, Deputy Director, Real Estate; Robert Easley, Deputy Director, Operations; Tom Fleetwood, Associate Director, Administration/FCRHA; Kris Miracle, Director, Administration Division; Steve Knippler, Senior Program Manager, Administration Division; Russell Lee, Acting Director, Rental Services Division; Vincent Rogers, Senior Program Manager, Rental Services Division; Aseem Nigam, Director, Real Estate Finance and Grants Management (REFGM) Division; Robert Fields, Interim Associate Director, Grants Management, REFGM; Carol Erhard, Director, Homeownership and Relocation Division; Abdi Hamud, Chief, Homeownership and Relocation Division; Hossein Malayeri, Director, Design, Development and Construction (DDC) Division; Charlene Fuhrman-Shulz, ADU Program Administrator, DDC; Leo Leduc, Director, Property Management Division; Carol Clancy, Chief Fiscal Officer, Tax Credit Properties, FMD;

Mike Trent, Network Analyst, Information Systems and Services (ISS) Division; and Jodi Cienki, FCRHA Assistant. Other Fairfax County staff in attendance: Cynthia Tianti, Deputy County Attorney and Ryan Wolf, Assistant County Attorney and FCRHA Counsel.

#### PUBLIC HEARING

##### *Revised Draft Moving to Work Plan for FY 2014*

The FCRHA Vice Chair opened the Public Hearing on the Revised Draft Moving to Work Plan for FY 2014 at 7:00 p.m. Marlene Blum, a member of the THRIVE Advisory Committee spoke in support of the Revised Draft of the Moving to Work Plan for FY 2014. Sydni Marquesas spoke on behalf of the Resident Advisory Council in support of the Revised Draft of the Moving to Work Plan for FY 2014. With no one else signed up and no one in the audience wishing to speak, the Vice Chair closed the Public Hearing at 7:05 p.m.

#### CITIZEN TIME

The FCRHA Vice Chair opened Citizen Time at 7:05. With no one signed up and no one in the audience wishing to speak, the Vice Chair closed citizen time at 7:06.

#### APPROVAL OF MINUTES

##### **December 12, 2013**

A motion was made by Commissioner Schwaninger, seconded by Commissioner Jonas, that the FCRHA approve the Minutes of the December 12, 2013 Regular Meeting. A vote was taken and the motion carried with Commissioner Betts and Craig abstaining.

#### ACTION ITEMS

1.

#### **RESOLUTION NUMBER 01-14**

##### Award of \$1,374,641 in Federal HOME Program Funds to Three Fairfax County Nonprofit Housing Organizations, Subject to Board of Supervisors Approval

WHEREAS, the County of Fairfax receives an annual allocation of federal HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) pursuant to provisions of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended; and

WHEREAS, each year the County must reserve not less than 15 percent of its HOME allocation for investment in housing to be developed, sponsored or owned by a Community Housing Development Organization (CHDO); and

WHEREAS, the Department of Housing and Community Development (HCD) CHDO Selection Advisory Committee has finalized its review of all HOME CHDO funding applications and submitted its recommendations for award of FY 2014 HOME CHDO funds;

NOW THEREFORE BE IT RESOLVED THAT the FCRHA authorizes awards totaling \$1,374,641 as loans to the organizations below, subject to Board of Supervisors' approval:

- \$650,000 to Cornerstones Housing Corporation for the acquisition of a 48-unit apartment community to serve families earning incomes at or below 60 percent of the Area Median Income (AMI) and 25 percent of the units being made available to extremely-low income households at or below 30 percent AMI.
- \$424,641 to Good Shepherd Housing and Family Services for the acquisition and rehabilitation of two 2- or 3- bedroom condominiums to serve two low-income families with incomes at or below 50 percent of the AMI.
- \$300,000 to Pathway Homes, Inc. for the acquisition and rehabilitation of two 1-bedroom condominium units to serve low income individuals with special needs with incomes at or below 50 percent of the AMI.

BE IT FURTHER RESOLVED that the FCRHA requests that the Board of Supervisors take the following actions to provide the necessary funding for the awards, specifically:

- Allocate a total of \$214,002 from CHDO Undesignated (Grant #1380049) and \$435,998 from Senior Disabled Housing (Grant # 1380082-2014) to Cornerstones Housing Corporation (Grant #1380048);
- An amount of \$424,641 from Senior Disabled Housing (Grant # 1380082-2013) will be reallocated to a new grant item number for Good Shepherd Housing; and
- The total amount of \$280,385 from NOVACO (Grant #1380088) and \$19,615 Senior Disabled Housing (Grant # 1380082-2013) will be reallocated to a new grant item number for Pathway Homes, Inc.

BE IT FURTHER RESOLVED that the FCRHA authorizes Paula C. Sampson, Assistant Secretary, to negotiate such loans and other related documents, and authorizes any Assistant Secretary, on behalf of the FCRHA, to execute and deliver any agreements or other documents in connection therewith to effectuate the actions

described in the Action Item presented to the FCRHA at its meeting on January 30, 2014.

A motion was made by Commissioner Schwaninger, seconded by Commissioner Kennedy, to adopt Resolution Number 01-14. A presentation was made by Robert Fields, Interim Associate Director, Grants Management, REFGM. Following a discussion, a vote was taken and the motion carried unanimously.

2.

#### **RESOLUTION NUMBER 02-14**

Fairfax County Redevelopment and Housing Authority (FCRHA) Authorization, Both as Lender and as the Managing General Partner of the Borrower, The Green Limited Partnership, to Increase the Interest Rate on the FCRHA Housing Trust Fund Loan to The Green Limited Partnership to the Applicable Federal Rate (Hunter Mill, Sully and Providence Districts)

NOW THEREFORE BE IT RESOLVED that the Fairfax County Redevelopment and Housing Authority (FCRHA), as both the lender and as the managing general partner of the borrower, The Green Limited Partnership, authorizes the increase of the interest rate of the Housing Trust loan to the Applicable Federal Rate as of November 2013, as described in the Action Item presented to the FCRHA at its meeting on January 30, 2014; and

BE IT FURTHER RESOLVED that the FCRHA authorizes its Chairman, Vice Chairman or any Assistant Secretary to execute all documents, agreements, and instruments necessary to effectuate this action.

A motion was made by Commissioner Schwaninger, seconded by Commissioner Kyle, to adopt Resolution Number 02-14. A presentation was made by Carol Clancy, Chief Fiscal Officer, Tax Credit Properties, FMD. Following a discussion, a vote was taken and the motion carried unanimously.

#### ADMINISTRATIVE ITEMS

1.

#### **RESOLUTION NUMBER 03-14**

Commending JoAnne Ibrahim for Her Years of Service to the Fairfax County Redevelopment and Housing Authority

**WHEREAS**, JoAnne Ibrahim has served Fairfax County and the Fairfax County Redevelopment and Housing Authority (FCRHA) as an Administrative Assistant with the Department of Housing and Community Development (HCD) from 2003 to 2013; and

**WHEREAS**, she served as Administrative Assistant to the Director of HCD, and distinguished herself as a trusted and reliable point of contact for FCRHA commissioners; and

**WHEREAS**, she served as primary administrative staff for the Board of Supervisors Housing Committee, the Fairfax County Affordable Housing Advisory Committee, and numerous ad hoc citizen committees; and

**WHEREAS**, she facilitated the review process of HCD Board of Supervisors Items; and

**WHEREAS**, she assisted HCD staff with her administrative technical abilities and imparted this knowledge to staff openly and without reservation; and

**WHEREAS**, throughout her tenure, Ms. Ibrahim demonstrated a high level of administrative skill and excellence; and

**WHEREAS**, on November 15, 2013, JoAnne Ibrahim completed her distinguished service with the county after ten years of service;

**NOW THEREFORE BE IT RESOLVED** that the Fairfax County Redevelopment and Housing Authority expresses its gratitude to JoAnne Ibrahim for her years of dedicated service to the community and to the FCRHA, and wishes her a healthy, happy and prosperous retirement.

A motion was made by Commissioner Schwaninger, seconded by Commissioner Kyle, to adopt Resolution Number 03-14. Following a discussion, a vote was taken and the motion carried unanimously.

**2.**

**RESOLUTION NUMBER 04-14**

Management of Fairfax County Redevelopment and Housing Authority Owned Units in Shadowood Condominium (Hunter Mill District)

**WHEREAS** the Fairfax County Redevelopment and Housing Authority ("FCRHA") currently owns and operates 16 units ("Units") located at the Shadowood Condominium complex in the Hunter Mill District; and

WHEREAS the Fairfax County Department of Housing and Community Development ("HCD") acts as administrative staff to the FCRHA; and

WHEREAS the Shadowood Condominium Association ("SCA") has requested a resolution from the FCRHA regarding identifying staff and their responsibilities for the management and operation of the FCRHA-owned units; and

WHEREAS on June 16, 2011 the FCRHA adopted Resolution Number 32-11 which set forth such HCD staff responsibilities; and

WHEREAS staffing changes that have taken place subsequent to the adoption of Resolution Number 32-11 necessitate the adoption of a new resolution setting forth HCD staff responsibilities for the management of the Units;

NOW THEREFORE, be it resolved that:

1. The Director of the Department of Housing and Community Development is hereby authorized to appoint designees from HCD staff to carry out decision-making and oversee day-to-day operations related to the Units; and therefore makes the following appointments:
  - a. Julie Gray is the Property Manager and is appointed the Property Management Designee ("PMD"), unless and until such time as the Housing Director names a replacement. In such event, the Housing Director shall so notify the SCA in writing of any such change via submission of an updated Unit Owners Status Report to the SCA, or upon any other written notice by the Housing Director. The PMD shall be responsible for major decisions impacting the Units including, but not limited to, voting, receipt of claimed rules violations by FCRHA tenants, appointment of a Housing Services Specialist as set forth herein, and serving as the FCRHA's legal agent before the SCA, except that the PMD shall have no authority to divest the FCRHA of any interest in the FCRHA-owned units. The PMD is also responsible for the day-to-day operations of the FCRHA-owned units, including, but not limited to, issues of maintenance, parking, repairs, and invoicing; and
  - b. Director of Property Management, a position currently occupied by Leonise Leduc, is hereby appointed for the FCRHA-owned units unless and until such time as the Housing Director names a replacement. In such event, the Housing Director shall so notify the SCA in writing of any such change via an updated Unit Owners Status Report to the SCA, or upon any other written notice by the Housing Director. The Director of Property Management shall provide direct supervision and oversight of the PMD.

2. This Resolution is effective this 30th day of January, 2014, and shall continue in effect until it is revoked by the FCRHA.
3. The terms of this Resolution shall apply to any and all condominium units in Shadowood Condominium hereafter acquired by FCRHA.

IT IS SO RESOLVED.

A motion was made by Commissioner Kennedy, seconded by Commissioner Jonas, to adopt Resolution Number 04-14. A presentation was made by Robert Easley, Deputy Director, Operations. Following a discussion, a vote was taken and the motion carried with Commissioner Betts abstaining.

#### INFORMATION ITEMS

1. Fairfax County Redevelopment and Housing Authority Regular Meeting Summary – October 24, 2013
2. ~~FCRHA Year-End Portfolio Report~~ – Deferred to the March 6, 2014 meeting – Brief Discussion
3. Huntington Conservation District Rezoning Application RZ/DP 2013-MV-001: A&R Huntington Metro LLC (Mount Vernon District) – Brief Discussion
4. Draft FY 2015 Housing Blueprint – Brief Discussion
5. Briefing on FCRHA Online Payment System – Brief Discussion
6. Fairfax County Redevelopment and Housing Authority Calendar of Meetings – February and March 2014

#### CLOSED SESSION

A motion was made by Commissioner Schwaninger, seconded by Commissioner Jonas, that the Fairfax County Redevelopment and Housing Authority ("FCRHA") go into Closed Session for (i) discussion and consideration, pursuant to Virginia Code Section 2.2-3711(A)(3), of the acquisition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the FCRHA, and (ii) consultation, pursuant to Virginia Code Section 2.2-3711(A)(7), with legal counsel regarding specific legal matters requiring the provision of legal advice.

The motion carried and the FCRHA went into Closed Session at 8:26 p.m.

### OPEN SESSION RESUMES

A motion was made by Commissioner Schwaninger, seconded by Commissioner Jonas, that the members of the Fairfax County Redevelopment and Housing Authority certify that to the best of their knowledge only public business matters lawfully exempted from the open meeting requirements prescribed by the Virginia Freedom of Information Act and only matters identified in the motion to convene Closed Session were heard, discussed or considered by the Fairfax County Redevelopment and Housing Authority during Closed Session.

A roll call vote was taken as follows:

#### AYE

Willard Jasper, Vice Chair  
John Betts  
Christopher Craig  
C. Melissa Jonas  
Richard Kennedy  
Robert Schwaninger  
Rod Solomon

#### NAY

#### ABSTAIN

The motion carried unanimously by the commissioners present and Open Meeting resumed at 8:50 p.m. **NOTE:** Commissioner Kyle left the meeting during closed session.

### RESOLUTION

1.

#### **RESOLUTION NUMBER 05-14**

Fairfax County Redevelopment and Housing Authority (FCRHA) Elects to Exercise Its Option to Purchase Home Equity Loan Program (HELP) Property at 13231 Keach Place, Herndon, VA 20170 (Dranesville District)

BE IT HEREBY RESOLVED that the Fairfax County Redevelopment and Housing Authority (FCRHA) elects to exercise its option to purchase the property at 13231 Keach Place, Herndon, VA 20170 at a price of \$160,000 and resell the property to a qualified household in the First-Time Homebuyers Program for the associated costs of acquisition and rehabilitation; and

BE IT FURTHER RESOLVED that the FCRHA authorizes drawing from Fund 400-C40365, Moderate Income Direct Sales Resale, Cost Center H383807002, Homeownership - HCD, not to exceed \$186,800, the amount required to purchase the subject property and to cover the necessary associated costs of acquisition, carrying



costs and rehabilitation. The acquisition and rehabilitation funds would be repaid upon resale of the property.

A motion was made by Commissioner Jonas, seconded by Commissioner Schwaninger, to adopt Resolution Number 05-14. A vote was taken and the motion carried unanimously.

BOARD MATTERS – See Attachment #1

ADJOURNMENT

The meeting adjourned at 9:04 p.m.

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Willard Jasper, Vice Chairman (Seal)

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Paula C. Sampson, Assistant Secretary